

## Roethig, Hans

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**From:** Solana, Rick P.  
**Sent:** Wednesday, February 26, 2003 8:55 AM  
**To:** Edward Sanders (E-mail); George Patskan (E-mail); HansJ Haussmann (E-mail); Hans-Juergen Roethig (E-mail); Joy Bugg (E-mail); Ken Podraza (E-mail); Kobal, Gerd; Loreen Carchman (E-mail); Roger Walk (E-mail); Ruth Dempsey (E-mail); Wolf Reininghaus (E-mail)  
**Subject:** March 5 WSA planning meeting

Here are some thoughts on how we can accomplish what we need to in 4 hours at the March 5 meeting:

### Objectives:

First - insure the programs of each of the functional areas are focused on the key projects needed to

- insure maximum speed for new ideas for product development
- insure maximum speed for reduced exposure evaluation
- insure that the evolving reduced risk evaluation capability is developed without gaps which would leave it

incomplete and ineffective

Second - to take resources into account (thinking about activities which require resources as well) when considering how much of the above items can be executed and what activities can be curtailed, delayed or discontinued.

### Meeting approach:

- focus only on critical projects
- each staff member (minus Loreen and Joy) identifies what critical projects (from the 11/2002 planning meeting or newly added, if necessary) are needed for that functional area to deliver what is needed for the above 3 objectives
- during each presentation, everyone else should be listening and commenting from their own perspective as well as that of the presenter, so we can insure an integrated, holistic program

### Meeting structure:

- 1- Speed for new ideas for product development (5' per person; 45' total)
- 2- Speed for reduced exposure evaluation (5' per person; 45' total)
- 3- Evolving reduced risk evaluation (5' per person; 45' total)
- 4- Resources (5' per person; 45' total)

(note the timing is very tight, actually almost ridiculous, but if everyone is focused on just criticals and just the big picture, not the details of the projects, we should be able to do this)

Ultimately, what we want is a coherent, thoughtful strategic direction for the organization.

(Roger, if it isn't already clear, your part should emphasize the Publication Projects, so that we have the correct ones identified as critical).

thanks,

Rick